

# NATIONAL OFFICE POTENTIAL INCIDENT OF NONCOMPLIANCE (PINC) LIST



### PREFACE

The Safety and Enforcement Branch of the Engineering and Operations Division wish to extend our appreciation to all participating MMS personnel for their dedicated effort and expertise in developing this edition of the National Office PINC List.

### **Revisions to the National Office PINC List**

The following format is presented as a means for MMS personnel to suggest revisions to the National Office PINC List. All suggested revisions will be reviewed by the Office PINC Team. Before revisions are included in the National Office PINC List they will be routed to the Headquarters Division Chiefs and the Regional Directors, or their staff, for review and comment. Please submit suggested revisions directly to:

Minerals Management Service Office PINC Team Safety and Enforcement Branch Mail Stop 4023 381 Elden Street Herndon, Virginia 20170

### **Suggested Revision Format:**

PINC Number: PINC Statement: Authority: Enforcement Action: Rationale/Note: Definition: Inspection Procedure: If Noncompliance Exists:

### Please be advised:

The guidelines in this document are to be considered the most preferable way of implementing the inspection and enforcement of each Office PINC and not intended as a directive or to supersede the regulatory language of the Code of Federal Regulations.

Also, the enforcement status of a Facility Shut-in (S) INC or a Component Shut-in (C) INC may not necessarily require the full extent of the enforcement specified. The issuing office has full authority to use their discretion when issuing a Component Shut-in (C) INC. However, when issuing a Facility Shut-in INC the issuing office must solicit approval from the Associate Director for Offshore Minerals Management prior to the actual shut-in of a facility. The only exception to this requirement is when there is an imminent danger to personnel, property, or the environment, exacting a more immediate MMS response.

### **DESCRIPTION OF THE GUIDELINES FOR THE NATIONAL OFFICE PINC LIST**

The guidelines for the Office PINC List establish the procedures MMS office personnel use to identify incidents of noncompliance with MMS regulations found during reviews in MMS offices and to notify Lessees of these incidents of noncompliance. The intent of these guidelines is to ensure that MMS regulations are imposed fairly and consistently for OCS operations. The information provided in the National Office PINC List is shown in the following format:

PINC NUMBER: A unique identifier for the specific requirement.

PINC STATEMENT: The clear and concise description of the requirement.

AUTHORITY: The regulatory authority as found in the Code of Federal Regulations.

**ENFORCEMENT ACTION**: The action to be taken by the MMS for an identified violation. These actions are a complete facility shut-in (S), a component shut-in (C), or a warning (W). When more than one enforcement is listed, the criteria for each enforcement action is provided in the "IF NONCOMPLIANCE EXISTS" block.

**RATIONALE/NOTE**: If needed, additional information describing the basis or providing background information pertinent to the requirement stated in the "PINC Statement" block.

**DEFINITION**: If needed, definitions of terms used in the PINC.

**INSPECTION PROCEDURE**: Preferred detailed guidelines to be used by the MMS office personnel to ensure that the stated requirement is met. However, the guidelines in this document are to be considered the preferable method of implementing the enforcement of each PINC and not intended as a directive or to supersede the regulatory language in the Code of Federal Regulations.

**IF NONCOMPLIANCE EXISTS**: Describes the specific enforcement action to be taken when a violation of the regulations is determined. An incident of noncompliance (INC) must be issued to document any negative (no) answer to a PINC statement. The number of INC's to be issued for each violation is indicated.

Should an immediate shut-in increase the risk to safety or pollution, a statement on the INC shall indicate when the shut-in is to take effect. In an after-the-fact situation where no correction is possible, a warning (W) INC is issued, since a shut-in would serve no useful purpose.

## ACRONYMS USED

### **Enforcement Actions**

- W Warning
- C Component Shut-in
- S Facility (Platform/Rig/Operation) Shut-in

### **Other Acronyms:**

- **APD** Application for Permit to Drill (form MMS-123)
- API American Petroleum Institute
- **APM** Application for Permit to Modify (form MMS-124)
- CFR Code of Federal Regulations
- **DOCD** Development Operations Coordination Document
- **DOI** Department of the Interior
- EOR End of Operations Report
- **G&G** Geological and Geophysical
- **INC** Incident of Noncompliance
- MAOP Maximum Allowable Operating Pressure
- MMS Minerals Management Service
- MODU Mobile Offshore Drilling Unit
- MPMS Manual of Petroleum Standards
- MPR Maximum Production Rate
- OCS Outer Continental Shelf
- PINC Potential Incident of Noncompliance
- **POE** Plan of Exploration
- ROW Right-of-Way
- SAC Safety Analysis Checklist
- SAFE Safety Analysis Function Evaluation
- TIMS Technical Information Management System
- TVD True Vertical Depth

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### GENERAL

#### (Last update - January 2004)

### **OPERATIONS**

### (Last update - January 2004)

G-801

### ARE OPERATIONS CONDUCTED IN ACCORDANCE WITH LEASE STIPULATIONS? Authority: 30 CFR 250.101 Enforcement Action: W/C/S INSPECTION PROCEDURE:

Verify that operations are being conducted in accordance with the lease stipulation. **IF NONCOMPLIANCE EXISTS:** 

Issue one warning (**W**) INC for an audit of one or more operations on a facility if the violation(s) of the stipulation(s) poses no immediate danger to personnel, equipment, or the environment. Issue one component shut-in (**C**) INC for an audit of one or more operations on a facility if the violation of the stipulation poses an immediate danger to personnel, equipment, or the environment; and operation(s) can be shut-in without affecting the overall safety of the facility. Issue one facility shut-in (**S**) INC if a violation of the stipulation poses an immediate danger to the entire facility, personnel, or the environment and the operation(s) cannot be shut-in without affecting the overall safety of the facility.

Enforcement Action: W/C/S

G-802

## ARE OPERATIONS CONDUCTED IN ACCORDANCE WITH APPROVED APPLICATIONS?

Authority: 30 CFR 250.410

30 CFR 250.802 30 CFR 250.1202(a)(1)

30 CFR 250.1204(a)

**INSPECTION PROCEDURE:** 

Verify that operations are being conducted in accordance with the approved application, i.e., APD's, SAFE and SAC charts, etc.

### IF NONCOMPLIANCE EXISTS:

Issue one warning (**W**) INC for an audit of one or more operations on a facility if the violation(s) of the application(s) poses no immediate danger to personnel, equipment, or the environment. Issue one component shut-in (**C**) INC for an audit of one or more operations if the violation(s) of the application(s) poses an immediate danger to personnel, equipment, or the environment and it can be shut-in without affecting the overall safety of the facility.

Issue one facility shut-in (S) INC if a violation of the application poses an immediate danger to the entire facility, personnel, or the environment; and the specific piece of equipment or location cannot be shut-in without affecting the overall safety of the facility.

**Note:** Do not issue an INC when the operator's safety devices, systems, and equipment are installed and function in accordance with an approved "IN ERROR BY THE PRODUCTION ENGINEER" SAFE chart and Flow Diagram. Approvals made in error by MMS will be communicated to the operators by the production engineer.

G-803	3 ARE OPERATIONS CONDUCTED IN ACCORDANCE WITH APPROVED PL	
	Authority: 30 CFR 250.200	Enforcement Action: W/C/S
	30 CFR 254.2	
	<b>INSPECTION PROCEDURE:</b>	
	Verify that operations are being conducted in accordance with the approved plans, e.g., POE's, DPP's, DOCD's, Oil Spill Response Plans. IF NONCOMPLIANCE EXISTS:	
Issue one warning (W) INC for an audit of one or more operations if the violation(s poses no immediate danger to personnel, equipment, or the environment.		re operations if the violation(s) of the plan
		or the environment.
	Issue one component shut-in ( $\hat{\mathbf{C}}$ ) INC for an audit of one or more operations if the violation the plan poses an immediate danger to personnel, equipment, or the environment and the operation(s) can be shut-in without affecting the overall safety of the facility.	
Issue one facility shut-in (S) INC if a violation of the plan poses an immediate dat		plan poses an immediate danger to the entire
	facility, personnel, or the environment and the operat	ion(s) cannot be shut-in without affecting the
	overall safety of the facility.	

### RECORDS

(Last update - January 2004)

G-811

IS REQUIRED PAPERWORK SUBMITTED WITHIN THE TIME FRAME SPECIFIED BY REGULATIONS?

Enforcement Action: W/C

Authority: 30 CFR 250.411 30 CFR 250.465 30 CFR 250.468 30 CFR 250.468 30 CFR 250.513(a) 30 CFR 250.613(a) 30 CFR 250.613(d) 30 CFR 250.703(c) 30 CFR 250.1202(c)(4) 30 CFR 250.1202(d)(5) 30 CFR 250.1202(f)(2) 30 CFR 250.1203(b)(8) INSPECTION PROCEDURE:

Verify paperwork has been submitted in the time frame required, i.e., APM, drilling reports, EOR, etc.

### **IF NONCOMPLIANCE EXISTS:**

Issue one warning (**W**) INC for an audit of one or more activities or operations on a facility if paperwork has not been submitted within the required time frame and activity or operation is not currently being conducted.

Issue one component shut-in (C) INC for an audit of one or more activities or operations on a facility if the activity or operation is being conducted at the time of the review.

	PLATFORMS & S (Last update - Ja		
G-821	HAVE THE PLATFORMS AND STRUCTURES BEEN DESIGNED, FABRICATED, INSTALLED, USED, INSPECTED, AND MAINTAINED TO ENSURE ITS STRUCTURAL INTEGRITY FOR SAFE CONDUCT OF DRILLING, WORKOVER, AND PRODUCTION		
	OPERATIONS? Authority: 30 CFR 250.900(a) 30 CFR 250.900(b)	Enforcement Action: W	
	Note: Use this PINC where no other PINC for	platforms and structures applies.	
	and maintained to ensure their structural integrit production operations. <b>IF NONCOMPLIANCE EXISTS:</b> Issue one warning ( <b>W</b> ) INC for an audit of a fac	ility if the platforms and structures have not been	
	designed, fabricated, installed, used, inspected,	and maintained to ensure their structural integrity.	
G-822	THE PLATFORM AND SUBMITTED A REPORT OF THE RESULTS AN NOVEMBER 1 TO THE REGIONAL SUPERVISOR?		
	Authority: 30 CFR 250.900(a) 30 CFR 250.900(b)	Enforcement Action: W	
	30 CFR 250.912		
	INSPECTION PROCEDURE: Review records in TIMS and documentation sul platform is in compliance with the structural sur IF NONCOMPLIANCE EXISTS:	pomitted by operator and others to determine if the vey inspection and reporting requirements.	
	Issue one warning (W) INC for a records audit of	ral survey inspection and reporting requirements.	
G-823	DOES THE LESSEE COMPILE, RETAIN, STRUCTURAL RECORDS FOR THE LIFE RESULTS OF PLATFORM STRUCTURAL Authority: 30 CFR 250.912	OF THE PLATFORM, INCLUDING THE	
	30 CFR 250.914 INSPECTION PROCEDURE:		
	<ol> <li>Review operator records to verify that the reference of the function of the the lessee maintains for the function.</li> <li>The as-built structural drawings.</li> <li>The design assumptions and analyses.</li> <li>A summary of the nondestructive examine of the inspection results from platform instance.</li> <li>Verify that the records for each inspection in the second se</li></ol>	tional life of the platform the following records: nation records. pections.	
	<ul> <li>A. The type of inspection employed (e.g., v</li> <li>B. A summary of the testing results.</li> <li>C. What repairs, if any, were needed.</li> <li>D. What repairs were made.</li> <li>E. The overall structural condition of the pl</li> </ul>	isual, magnetic particle, or ultrasonic testing).	
	4. Verify that the platform has been inspected a		
	<b>IF NONCOMPLIANCE EXISTS:</b> Issue one warning ( <b>W</b> ) INC for an audit of a fac	ility if operator records:	
		inty it operator records.	
	1. Are not available.		
	<ol> <li>Are not available.</li> <li>Do not contain all of the required information</li> <li>Do not indicate that the inspections were performed and the inspection of the second s</li></ol>		

### BONDING

### (Last update - January 2004)

DOES THE LESSEE MAINTAIN THE APPROPRIATE BOND REQUIRED? Authority: 30 CFR 256.52 30 CFR 256.53 30 CFR 256.54

### **INSPECTION PROCEDURE:**

- 1. Verify that the general bond complies with the levels of development on the lease.
- 2. Verify that the supplemental bond complies with the MMS requirements.
- 3. Verify, using Treasury Circular 570, that the Surety is capable of providing a bond for the dollar amount in question.

### IF NONCOMPLIANCE EXISTS:

Issue one warning (W) INC for an audit of bonding coverage if bonding requirements are not met. Issue one facility shut-in (S) INC for one or more facilities on a lease if bonding requirements are not met within the time specified for correction.

Enforcement Action: W/S

G-832

#### IF A BOND LAPSES OR DECREASES IN VALUE DURING THE TERM OF THE **REQUIRED FINANCIAL COVERAGE, HAS THE LESSEE PROVIDED ACCEPTABLE** ALTERNATIVE FINANCIAL COVERAGE TO THE REGIONAL DIRECTOR? Authority: 30 CFR 256.52(e) Enforcement Action: W/S

30 CFR 256.55

30 CFR 256.56 30 CFR 256.57

### **INSPECTION PROCEDURE:**

- 1. If the value of a bond submitted as security to the MMS has decreased in value, verify the lessee has provided evidence of additional alternative financial security to the Regional Director within 6 months or such shorter period of time as the Regional Director may direct.
- 2. If a bond submitted as security to the MMS has lapsed during the required term of the coverage, verify that acceptable alternative financial security is promptly provided to the Regional Director.

#### **IF NONCOMPLIANCE EXISTS:**

Issue one warning (W) INC for an audit of bonding coverage if acceptable alternative financial coverage was not provided, but has since been submitted.

Issue one facility shut-in (S) INC for one or more facilities covered by a required bond if acceptable alternative financial coverage was not provided within the specified time period to the Regional Director.

G-833	HAS THE LESSEE NOTIFIED THE REGION AFTER LEARNING THAT AN ACTION WAS THE SURETY, OR THE GUARANTOR PROV SECURITY ARE INSOLVENT OR BANKRUF	5 FILED ALLEGING THAT THE LESSEE, /IDING REQUIRED FINANCIAL
	Authority: 30 CFR 256.55(b) INSPECTION PROCEDURE:	Enforcement Action: W
	Verify that the Regional Director was notified within 72 hours after the lessee learned an action was filed alleging that the lessee, the surety, or the guarantor are bankrupt or insolvent. IF NONCOMPLIANCE EXISTS:	
	Issue one warning (W) INC for an audit of required not notified as required.	d financial coverage if the Regional Director was

### G-831

### TRAINING (Last update - January 2004)

G-841	HAS A WELL-CONTROL AND PRODUCTION SAFETY TRAINING PROGRAM BEEN		
	ESTABLISHED AND IMPLEMENTED?		
	Authority: 30 CFR 250.1503(a)	Enforcement Action: S	
	INSPECTION PROCEDURE:		
	Verify that the lessee has established and impl	lemented a training program.	
	IF NONCOMPLIANCE EXISTS:		
		of a lessee's training program if the training program	
	for well-control and production safety duties i		
	<b>Note:</b> No more than one INC should be is:	sued to a lessee for this PINC.	
G-842	CAN THE LESSEE EXPLAIN ITS OVER	ALL WELL-CONTROL AND	
0012	PRODUCTION SAFETY TRAINING PRO		
		G A TRAINING SYSTEM AUDIT CONDUCTED	
	BY THE MMS OR ITS AUTHORIZED RI		
	Authority: 30 CFR 250.1507(a)	Enforcement Action: W	
	INSPECTION PROCEDURE:	Enforcement Action. W	
		its overall training program and produce evidence to	
	support the explanation.	its overall training program and produce evidence to	
	IF NONCOMPLIANCE EXISTS:		
		em audit if the lessee cannot explain its overall	
	training program and produce evidence to sup		
	training program and produce evidence to sup	port the explanation.	
G-843	DOES THE TRAINING PLAN INCLUDE	PROCEDURES FOR TRAINING EMPLOYEES	
	IN WELL-CONTROL OR PRODUCTION	SAFETY PRACTICES?	
	Authority: 30 CFR 250.1503(b)(1)	Enforcement Action: W	
	<b>INSPECTION PROCEDURE:</b>		
	Verify that lessee's training plan includes procedures for training employees in well-control and		
	production safety practices.		
	IF NONCOMPLIANCE EXISTS:		
	Issue one warning (W) INC for an audit of a l	essee's training program if the training plan being	
		ng employees in well-control or production safety	
	practices.		
G 044			
G-844	DOES THE WELL-CONTROL AND PRO		
		GTH, FREQUENCY, AND CONTENT OF THE	
	TRAINING FOR EMPLOYEES?		
	Authority: 30 CFR 250.1503(b)	Enforcement Action: W	
	INSPECTION PROCEDURE:		
		type, method(s), length, frequency, and content of the	
	training for employees.		
	IF NONCOMPLIANCE EXISTS:	· · · · · · · · · · · · · · · · · · ·	
		essee's training program if the training plan being	
	reviewed fails to specify the type, method(s), length, frequency, and content of the training for		
	employees		

G-845	DOES THE TRAINING PLAN INCLUDE PROCEDURES FOR ASSESSING THE WELL-CONTROL AND PRODUCTION SAFETY TRAINING NEEDS OF EMPLOY ON A PERIODIC BASIS?	
	Authority: 30 CFR 250.1503(b)(4)	Enforcement Action: W
	<b>INSPECTION PROCEDURE:</b>	
		cedures for assessing the training needs of em
	on a periodic basis. IF NONCOMPLIANCE EXISTS:	
		lessee's training program if the training plan b
		sing the training needs of employees on a peri
G-846	DOES THE TRAINING PLAN INCLUDE WELL-CONTROL AND PRODUCTION CONTRACTORS?	PROCEDURES FOR EVALUATING TH SAFETY TRAINING PROGRAMS OF
	Authority: 30 CFR 250.1503(b)(2)	Enforcement Action: W
	<b>INSPECTION PROCEDURE:</b>	
		cedures for evaluating the training programs o
	contractors.	
	IF NONCOMPLIANCE EXISTS: Issue one warning (W) INC for an audit of a	lessee's training program if the training plan be
	reviewed fails to include procedures for evalu	
	· · · · · ·	
G-847	DOES THE TRAINING PLAN INCLUDE Authority: 30 CFR 250.1503(b)(6) INSPECTION PROCEDURE: Verify that lessee's training plan includes pro	PROCEDURES FOR INTERNAL AUDIT Enforcement Action: W
	IF NONCOMPLIANCE EXISTS:	
	Issue one warning (W) INC for an audit of a lessee's training program if the training plan being	
	reviewed fails to include procedures for inter-	nal audits.
G-848		OF ITS TRAINING PLAN WHEN REQU
	BY THE MMS REGIONAL OR DISTRIC Authority: 30 CFR 250.1503(c)(2)	T SUPERVISOR? Enforcement Action: S
	INSPECTION PROCEDURE:	Emortement Action. 5
	Verify that a training plan was provided when	n requested by the MMS Regional or
	District Supervisor.	
	IF NONCOMPLIANCE EXISTS: Issue one facilities shut in (S) INC for an aud	it of a lessee's training program if the lessee fa
	provide the training plan when requested by t	
	<b>Note:</b> No more than one INC should be issue	
		DUCTION SAFETY TRAINING PLAN YING EMPLOYEES' UNDERSTANDING
	Authority: 30 CFR 250.1503(b)	
	INSPECTION PROCEDURE:	Enforcement Action: W
	Verify that lessee's training plan specifies the	
	Verify that lessee's training plan specifies the and performance.	
	Verify that lessee's training plan specifies the and performance. IF NONCOMPLIANCE EXISTS:	Enforcement Action: W e method(s) of verifying employees' understand lessee's training program if the training plan be

G-850	ARE PROCEDURES ESTABLISHED TO VERIFY ADEQUATE RETENTION OF THE KNOWLEDGE AND SKILLS THAT EMPLOYEES NEED TO PERFORM THEIR ASSIGNED WELL-CONTROL OR PRODUCTION SAFETY DUTIES?		
	Authority: 30 CFR 250.1506(b)	Enforcement Action: W	
	INSPECTION PROCEDURE:		
	employees need to perform their assigned well	adequate retention of the knowledge and skills that	
	IF NONCOMPLIANCE EXISTS:	-control of production safety duties.	
	Issue one warning ( <b>W</b> ) INC for an audit of a le	ssee's training program if procedures are not	
	established to verify adequate retention of the l	knowledge and skills that employees need to perform	
	their assigned well-control or production safety	/ duties.	
G-851	DOES CONTRACTOR'S TRAINING PRO	GRAM PROVIDE FOR PERIODIC TRAINING	
	AND VERIFICATION OF WELL-CONTR	OL OR PRODUCTION SAFETY	
	KNOWLEDGE AND SKILLS?		
	Authority: 30 CFR 250.1506(c) INSPECTION PROCEDURE:	Enforcement Action: W	
		rovides for periodic training and verification of	
	well-control or production safety knowledge an		
	IF NONCOMPLIANCE EXISTS:		
	Issue one warning (W) INC for an audit of a co		
	knowledge and skills.	and verification of well-control or production safety	
G-852		DOES THE TRAINING PLAN INCLUDE PROCEDURES FOR VERIFYING THAT ALL	
	EMPLOYEES AND CONTRACTOR PERS AND PRODUCTION SAFETY OPERATION	SONNEL ENGAGED IN WELL-CONTROL	
	DUTIES?	JNS CAN PERFORM THEIR ASSIGNED	
	Authority: 30 CFR 250.1503(b)(3)	Enforcement Action: W	
	<b>INSPECTION PROCEDURE:</b>		
		procedures to verify that employees and contractor	
	personnel can perform their assigned well-cont IF NONCOMPLIANCE EXISTS:	rol and production safety duties.	
		ssee's training program if the training plan does not	
	include procedures to verify that employees an		
	well-control and production safety operations,	can perform their assigned duties.	
G-853	ARE ALTERNATIVE WELL-CONTROL .	AND PRODUCTION SAFETY TRAINING	
0.000		NCE WITH, AND MEET, THE OBJECTIVES	
	OF THE TRAINING PLAN?		
	Authority: 30 CFR 250.1503(a)	Enforcement Action: W	
	30 CFR 250.1504	uter based loorning films or their equivalant. This	
		uter-based learning, films, or their equivalent. This	
	type of training should be reinforced by appropriate demonstrations and hands-on training. <b>INSPECTION PROCEDURE:</b>		
	Verify that alternative methods conducted are	in accordance with, and meet, the objectives of the	
	training plan.		
	IF NONCOMPLIANCE EXISTS:	agoo's training program if alternative trainin-	
	Issue one warning (W) INC for an audit of a le methods conducted are not in accordance with,		

G-854	IS WELL-CONTROL AND PRODUCTION SAFETY TRAINING FOR EMPLOYEES PROVIDED FROM SOURCES THAT MEET THE REQUIREMENTS OF THE TRAINING PLAN?		
	Authority: 30 CFR 250.1503(a) 30 CFR 250.1505	Enforcement Action: W	
	<b>INSPECTION PROCEDURE:</b> Verify that training for employees is from sources th	at meet the requirements of the training plan.	
	IF NONCOMPLIANCE EXISTS: Issue one warning (W) INC for an audit of a lessee's not provided from sources that meet the requirement		
	not provided from sources that meet the requirement		
G-855	IS PERIODIC TRAINING PROVIDED TO ENSURE THAT EMPLOYEES MAINTAIN UNDERSTANDING OF, AND COMPETENCY IN, WELL-CONTROL OR PRODUCTION SAFETY PRACTICES?		
	Authority: 30 CFR 250.1506(a)	Enforcement Action: W/C	
	<ol> <li>INSPECTION PROCEDURE:</li> <li>Verify that the training plan provides for periodic understanding of, and competency in, well-contr</li> <li>Verify that periodic training is provided to ensur- and competency in, well-control or production sa</li> <li>IF NONCOMPLIANCE EXISTS:</li> </ol>	ol or production safety practices. e that employees maintain understanding of,	
	Issue one warning ( <b>W</b> ) INC for an audit of a lessee's provide for periodic training to ensure that employee in, well-control or production safety practices. Issue one component shut-in ( <b>C</b> ) INC for each employee ensure that the employee maintains understanding of	es maintain understanding of, and competency oyee that is not provided periodic training to	
	production safety practices. <b>Note:</b> The employee is the component.		
G-856	DOES EACH EMPLOYEE UNDERSTAND AND PERFORM THE ASSIGNED WELL-CONTROL OR PRODUCTION SAFETY DUTIES?		
	Authority: 30 CFR 250.1503(a) INSPECTION PROCEDURE:	Enforcement Action: W/C	
	Verify that lessee's training plan provides a process to ensure that employees understand and can perform their assigned well-control or production safety duties. IF NONCOMPLIANCE EXISTS:		
	Issue one warning (W) INC for an audit of one or more employees if the training plan fails to provide a process to ensure that employees understand and can perform assigned well-control or		
	production safety duties. Issue one component shut-in (C) INC for one or more employees that do not understand or cannot perform the assigned well-control or production safety duties. <b>Note:</b> The employee is the component.		
G-857	DOES THE LESSEE ALLOW MMS OR ITS AU ADMINISTER WRITTEN OR ORAL WELL-CO TESTS AT THE WORK SITE OR ONSHORE L	ONTROL OR PRODUCTION SAFETY	
	Authority: 30 CFR 250.1507(c) 30 CFR 250.1508(a)	Enforcement Action: W	
	<b>INSPECTION PROCEDURE:</b> Verify that MMS or its authorized representative is a lessee's work site or onshore location.	allowed to administer written or oral tests at the	
	IF NONCOMPLIANCE EXISTS: Issue one warning (W) INC for an audit of a lessee's representative is not allowed to administer written on location.		

G-858	DOES THE LESSEE ALLOW MMS OR ITS AUTHORIZED REPRESENTATIVE TO ADMINISTER OR WITNESS HANDS-ON, SIMULATOR, OR OTHER TYPES OF WELL-CONTROL AND PRODUCTION SAFETY TESTING?		
	Authority: 30 CFR 250.1507(d) Enforcement Action: W		
	30 CFR 250.1509(a)		
	INSPECTION PROCEDURE:		
	Verify that MMS or its authorized representative is allowed to administer or witness testing. IF NONCOMPLIANCE EXISTS:		
	Issue one warning (W) INC for an audit of a lessee's training program if MMS or its authorized		
	representative is not allowed to administer or witness testing.		
G-859	DOES THE LESSEE PAY FOR ALL COSTS ASSOCIATED WITH WELL-CONTROL OR PRODUCTION SAFETY TESTING, EXCLUDING SALARY AND TRAVEL COSTS FOR MMS DEDSONNEL 2		
	MMS PERSONNEL? Authority: 30 CFR 250.1507(d) Enforcement Action: W		
	30 CFR 250.1509(c)		
	INSPECTION PROCEDURE:		
	Verify that the lessee pays for all costs associated with testing, excluding salary and travel costs for		
	MMS personnel.		
	IF NONCOMPLIANCE EXISTS:		
	Issue one warning ( <b>W</b> ) INC for an audit of a lessee's training program if the lessee fails to pay for all costs associated with testing, excluding salary and travel costs for MMS personnel.		
	an costs associated with testing, excitating satury and daver costs for white personnel.		
G-860	DOES THE TRAINING PLAN INCLUDE PROCEDURES FOR RECORD KEEPING AND		
0.000	DOCUMENTATION OF WELL-CONTROL AND PRODUCTION SAFETY TRAINING?		
	Authority: 30 CFR 250.1503(b)(5) Enforcement Action: W		
	INSPECTION PROCEDURE:		
	Verify that lessee's training plan includes procedures for record keeping and documentation.		
	<b>IF NONCOMPLIANCE EXISTS:</b> Issue one warning ( <b>W</b> ) INC for an audit of a lessee's training program if the training plan being		
	reviewed fails to include procedures for record keeping and documentation.		
	To the weak runs to monade procedures for record reciping and documentation.		
G-861	DOES THE LESSEE IDENTIFY PERSONNEL BY CURRENT POSITION, YEARS OF		
	EXPERIENCE IN PRESENT POSITION, YEARS OF TOTAL OIL FIELD EXPERIENCE,		
	AND EMPLOYER NAME, AT THE WORK SITE OR ONSHORE LOCATION?		
	Authority: 30 CFR 250.1508(b)Enforcement Action: W20 CFD 250.1509(1)		
	30 CFR 250.1509(b) INSPECTION PROCEDURE:		
	Verify that lessee records identify well-control and production safety personnel by current position,		
	years of experience in present position, years of total oil field experience, and employer name (e.g.,		
	operator, contractor, or subcontractor name).		
	IF NONCOMPLIANCE EXISTS:		
	Issue one warning (W) INC for an audit of a lessee's training program if lessee records fail to		
	identify well-control and production safety personnel by current position, years of experience in present position, years of total oil field experience, and employer name.		

G-862	DOES THE LESSEE PROVIDE COPIES OF TRAINING DOCUMENTATION FOR PERSONNEL INVOLVED IN WELL-CONTROL OR PRODUCTION SAFETY OPERATIONS FOR THE PAST FIVE YEARS WHEN REQUESTED BY THE MMS REGIONAL OR DISTRICT SUPERVISOR?		
	Authority: 30 CFR 250.1503(c)(1) INSPECTION PROCEDURE:	Enforcement Action: W	
	Verify that training documentation was provided when requested by the MMS Regional or District Supervisor.		
	IF NONCOMPLIANCE EXISTS:		
	Issue one warning (W) INC for an audit of a lessee's training program for each request if the lessee		
	failed to provide the training documentation when requested by the MMS Regional or		
	District Supervisor.		

### **PRODUCTION REPORTING**

(Last update - January 2004)

G-881	ORT TO THE DISTRICT SUPERVISOR OF		
	Authority: 30 CFR 250.180(a)(1)	Enforcement Action: W	
	30 CFR 250.180(i)(1) INSPECTION PROCEDURE:		
		urted and that the District Supervisor has been	
	Verify from records that initial production has sta notified of initial production from each lease with		
	IF NONCOMPLIANCE EXISTS:	in 5 days of initial production.	
	Issue one warning (W) INC for a production audi	t if the District Supervisor has not been notified	
	within 5 days after initial production has been initiated on the lease.		
G-882	HAS THE OPERATOR SUBMITTED A REP CESSATION OF PRODUCTION ON A LEAS	ORT TO THE DISTRICT SUPERVISOR OF SE?	
	Authority: 30 CFR 250.180(a)(1)	Enforcement Action: W	
	30 CFR 250.180(i)(2)		
	INSPECTION PROCEDURE:		
	Verify from records that when production has ceased from a lease, the District Supervisor has been		
	notified within 15 days after the first full month of zero production.		
	IF NONCOMPLIANCE EXISTS:		
	Issue one warning (W) INC for a production audi	t if the District Supervisor has not been notified	
	within 15 days after the first full month of zero pr	roduction on the lease.	

### ACCIDENT REPORTING

(Last update - January 2004)

G-891HAS THE SUPERVISOR BEEN NOTIFIED OF ALL SERIOUS ACCIDENTS, ANY<br/>DEATH OR SERIOUS INJURY, AND ALL FIRES, EXPLOSIONS AND BLOWOUTS<br/>CONNECTED WITH ANY ACTIVITIES OR OPERATIONS ON A LEASE?<br/>Authority: 30 CFR 250.191(a)Enforcement Action: WINSPECTION PROCEDURE:<br/>Verify that the District Supervisor has been notified of all serious accidents, any death or serious<br/>injury, and all fires, explosions and blowouts connected with any activities on a lease.<br/>IF NONCOMPLIANCE EXISTS:<br/>Issue one warning (W) INC for an incident/accident on a lease if the District Supervisor has not<br/>been notified by the lessee as required.

### ENVIRONMENTAL PROTECTION (Last update - January 2004)

### OIL SPILL RESPONSE PLANS (Last update - January 2004)

E-801

### HAS AN OIL SPILL RESPONSE PLAN BEEN APPROVED BY OR HAS A CERTIFICATION OF CAPABILITY TO RESPOND BEEN SUBMITTED TO THE REGIONAL SUPERVISOR FOR A FACILITY PRIOR TO OPERATING THAT FACILITY? Authority: 30 CFR 254.2 Enforcement Action: W INSPECTION PROCEDURE: Verify that an Oil Spill Response Plan has been approved or a certification of capability to respond has been submitted to the Regional Supervisor prior to operating the specified facility. IF NONCOMPLIANCE EXISTS: Issue one warning (W) INC for an audit of any facility if an Oil Spill Response Plan has not been approved or a complete certification of capability to respond has not been submitted to cover that facility prior to operating the facility.

E-802

#### HAS EACH OIL SPILL RESPONSE PLAN BEEN REVIEWED AND HAVE THE RESULTING MODIFICATIONS BEEN SUBMITTED TO THE REGIONAL SUPERVISOR FOR APPROVAL WHEN REVISIONS ARE MADE TO THE PLAN?

## Authority: 30 CFR 254.30(a)

#### Enforcement Action: W

#### 30 CFR 254.30(b) INSPECTION PROCEDURE:

- 1. Verify that the lessee or operator has reviewed each of his Oil Spill Response Plans at least every 2 years for adequacy to meet current conditions.
- 2. Verify that the lessee or operator has informed the Regional Supervisor that there are no changes to an Oil Spill Response Plan as a result of each review.
- 3. Verify that revisions to an Oil Spill Response Plan are submitted within 15 days to the Regional Supervisor for approval whenever:
  - A. A change occurs which significantly reduces the response capabilities.
  - B. A significant change occurs in the worst case discharge scenario or in the type of oil being handled, stored, or transported at the facility.
  - C. A change in the name(s) or capabilities of the oil spill removal organization cited in the plan.
  - D. A significant change is made to the Area Contingency Plan(s).

### IF NONCOMPLIANCE EXISTS:

- Issue one warning (W) INC for each audit of each Oil Spill Response Plan if:
- 1. The Oil Spill response Plan has not been reviewed for adequacy at least every 2 years.
- 2. The Regional Supervisor has not been notified of the results of each Oil Spill Response Plan review.
- 3. Revisions to each Oil Spill Response Plan have not been submitted for approval to the Regional Supervisor within 15 days of making the revision.

E-811	HAS THE OWNER(S) OR OPERATOR(S) OF AN OFFSHORE FACILITY LOCATED IN STATE WATERS SEAWARD OF THE COAST LINE SUBMITTED AN OIL SPILL RESPONSE PLAN, PREPARED IN ACCORDANCE WITH ONE OF THE APPROVED METHODS, TO THE REGIONAL SUPERVISOR FOR APPROVAL?		
	Authority: 30 CFR 254.50 Enforcement Action: W		
	30 CFR 254.51		
	30 CFR 254.52		
	30 CFR 254.53		
	INSPECTION PROCEDURE:		
	1. Verify that an oil spill response plan was submitted to the Regional Supervisor for approval.		
	2. Verify that the oil spill response plan was prepared in accordance with one of the approved methods.		
	3. Verify that the oil spill response plan contains the required information.		
	IF NONCOMPLIANCE EXISTS:		
	Issue one warning (W) INC for each required oil spill response plan audited if:		
	1. An oil spill response plan was not submitted to the Regional Supervisor for approval.		
	2. The submitted oil spill response plan was not prepared in accordance with one of the approved methods.		

3. The submitted oil spill response plan does not contain the required information.

E-812

### HAS THE OWNER(S) OR OPERATOR(S) OF OFFSHORE FACILITIES LOCATED IN STATE WATERS SEAWARD OF THE COAST LINE SUBMITTED REQUIRED ADDITIONAL OIL SPILL PREVENTION INFORMATION TO THE REGIONAL SUPERVISOR? Authority: 30 CFR 254.54 Enforcement Action: W INSPECTION PROCEDURE:

Verify that, in addition to the oil spill response plan, the following information was submitted to the

- Regional Supervisor:
- 1. A description of the steps being taken to prevent spills of oil or mitigate a substantial threat of such a discharge.
- 2. Identification of all State or Federal safety or pollution prevention requirements that apply to the prevention of oil spills the facility, and a demonstration of compliance with these requirements.
- 3. A description of industry safety and pollution prevention standards the facility meets.
- 4. A description of how any additional equipment or procedures prescribed by the Regional Supervisor are incorporated.

### IF NONCOMPLIANCE EXISTS:

Issue one warning (W) INC for each set of submitted additional oil spill prevention information audited if:

- 1. The required additional information has not been submitted with the oil spill response plan.
- 2. The additional information submitted is incomplete or inadequate.

### TRAINING

### (Last update - January 2004)

E-821

#### ARE THE REOUIRED OIL SPILL RESPONSE TRAINING RECORDS FOR THE SPILL-RESPONSE OPERATING TEAM AND THE SPILL-RESPONSE MANAGEMENT TEAM AVAILABLE FOR REVIEW UPON REOUEST BY THE AUTHORIZED MMS **REPRESENTATIVES, AND ARE THE RECORDS KEPT FOR AT LEAST 2 YEARS?** Authority: 30 CFR 254.41 Enforcement Action: W **DEFINITION:**

**Records** – Training certificates and training attendance records issued by the organization(s) providing the training.

### **INSPECTION PROCEDURE:**

- 1. Review the current approved Oil Spill Response Plan to identify members of the Spill-response Operating Team and Spill-response Management Team, including the spill-response coordinator and alternates.
- 2. Review the current approved Oil Spill Response Plan to identify the location of the oil spill response training records.
- 3. Verify that the oil spill response training records are available for review and are kept for at least 2 years.
- 4. Verify that the records show that:
  - A. Hands-on training, including deployment and operation of the response equipment to be used, of the Spill-response Operating Team was attended at least annually.
  - B. Those personnel responsible for supervising the Spill-response Operating Team have been trained in directing the deployment and use of the response equipment at least annually.
  - C. The annual training of the Spill-response Management Team, including the spill-response coordinator and alternates, include instructions on:
    - (1) Locations, intended use, deployment strategies, and the operational and logistical requirements of response equipment.
    - (2) Spill reporting procedures.
    - (3) Oil-spill trajectory analysis and predicting spill movement.
    - (4) Any other responsibilities the spill management team may have.

### **IF NONCOMPLIANCE EXISTS:**

Issue one warning (W) INC for each audit of the oil spill response training records if the records: 1 Are not available for review.

- 2. Are not kept for at least 2 years.
- 3. Do not show that all Spill-response Operating Team and Spill-response Management Team members received the required training.

### **EXERCISES**

### (Last update - January 2004)

E-831

### HAS THE REGIONAL SUPERVISOR BEEN NOTIFIED OF THE DATE OF ANY OIL SPILL RESPONSE PLAN EXERCISE FOR AT LEAST 30 DAYS BEFORE THE **EXERCISE?** Authority: 30 CFR 254.42(f)

### Enforcement Action: W

### **INSPECTION PROCEDURE:**

Verify that the Regional Supervisor has been notified of the following exercises at least 30 days before they are conducted:

- Annual spill management team tabletop exercise; 1.
- 2. Annual deployment exercise of response equipment identified in the plan and that is staged at onshore locations; and
- 3. Semiannual deployment exercise of any response equipment which the Regional Supervisor requires an owner or operator to maintain at the facility or on dedicated vessels.

### **IF NONCOMPLIANCE EXISTS:**

Issue one warning (W) INC for each exercise if the Regional Supervisor was not notified of the exercise within the required time frame.

E-832

### ARE EXERCISES FOR ALL PARTS OF EACH OIL SPILL RESPONSE PLAN CONDUCTED AT LEAST ONCE EVERY 3 YEARS?

### Authority: 30 CFR 254.42(a)

### Enforcement Action: W

30 CFR 254.42(b) 30 CFR 254.42(c) 30 CFR 254.42(c) 30 CFR 254.42(d)

### INSPECTION PROCEDURE:

Verify that exercises of the entire Oil Spill Response Plan, including response personnel and equipment, is exercised at least once every 3 years.
Note: Individual parts of the Oil Spill Response Plan may be exercised separately over the 3-year period.

#### IF NONCOMPLIANCE EXISTS:

Issue one warning (**W**) INC for an audit of an Oil Spill Response Plan if records do not indicate that all parts of the Plan were not exercised at least once every 3 years.

E-833

### ARE EXERCISES OF SPECIFIED PORTIONS OF THE OIL SPILL RESPONSE PLAN EXERCISED MORE FREQUENTLY THAN ONCE EVERY 3 YEARS? Authority: 30 CFR 254.42(b) Enforcement Action: W INSPECTION PROCEDURE:

Review the pollution control equipment drill records to verify that:

- 1. A spill management team tabletop exercise was conducted in the last 12 months.
- 2. A deployment exercise of the response equipment identified in the oil spill response plan was conducted in the last 12 months.
- 3. A notification exercise for each facility that is manned on a 24-hour basis was conducted in the last 12 months.
- 4. A deployment exercise of any response equipment which the Regional Supervisor requires an owner or operator to maintain at the facility or on dedicated vessels was conducted in the last 6 months.

### **IF NONCOMPLIANCE EXISTS:**

Issue one warning (W) INC for each audit of the oil spill response plan if:

- 1. The exercises are not conducted within the required time period.
- 2. The exercises did not incorporate the proper tests.
- 3. The spill scenario was revealed prior to the start of any exercise.

### OIL SPILL REPORTS

### (Last update - January 2004)

E-841 HAS THE LESSEE OR OPERATOR REPORTED EACH OIL SPILL OBSERVED FROM OCS FACILITIES? Authority: 30 CFR 250.46 Enforcement Action: W INSPECTION PROCEDURE:

- 1. Verify that the lessee or operator immediately notified the National Response Center if an oil spill is observed:
  - Â. From the lessee's or operator's facility.
  - B. From another offshore facility.
  - C. Of unknown origin.
- 2. Verify that the lessee or operator notified the Regional Supervisor orally without delay, with a written follow-up report, if an oil spill estimated to be one barrel or more from the lessee's or operator's facility is observed.
- 3. Verify that the lessee or operator immediately notified the Regional Supervisor and responsible party if an oil spill from another offshore facility is observed

### IF NONCOMPLIANCE EXISTS:

Issue one warning (W) INC for each oil spill audit if:

- 1. Records indicate that an oil spill was observed and not reported within the specified time period.
- 2. A written follow-up report for an oil spill of one barrel or more from the lessee's or operator's facility was not received by the Regional Supervisor within 15 days after the spillage has been stopped.
- 3. The written report to the Regional Supervisor for any oil spill of 50 barrels or more does not include information on the sea state, meteorological conditions, the size and appearance of the oil slick, and any additional information required by the Regional Supervisor if it is determined that an analysis of the oil spill response is necessary.

### DRILLING

### (Last update - January 2004)

### PLAN APPROVAL

(Last update - January 2004)

D-801 HAS WRITTEN APPROVAL TO DRILL, SIDETRACK, BYPASS, OR DEEPEN A WELL **BEEN RECEIVED?** Authority: 30 CFR 250.410 Enforcement Action: C **INSPECTION PROCEDURE:** Verify that approval to drill, sidetrack, or deepen a well was received from the District Supervisor. **IF NONCOMPLIANCE EXISTS:** Issue one component shut-in (C) INC for an audit of a drilling operation if drilling, sidetracking, bypassing, or deeping approval has not been received. Note: The well is the component. D-802 DOES THE LESSEE HAVE WRITTEN OR ORAL APPROVAL TO CHANGE PLANS, MAKE CHANGES IN MAJOR DRILLING EQUIPMENT OR PLUG BACK A WELL? Authority: 30 CFR 250.465(a)(1) Enforcement Action: C **INSPECTION PROCEDURE:** Verify that any changes from the approved plans have been received and approved by the District Supervisor. **IF NONCOMPLIANCE EXISTS:** Issue one component shut-in (C) INC for an audit of a drilling operation if the records indicate that approval has not been received for any changes from the approved plans. Note: The well is the component. D-803 IS THE DISTRICT SUPERVISOR GIVEN AT LEAST 24 HOURS NOTICE BEFORE STARTING A WELL TEST? Authority: 30 CFR 250.460(b) Enforcement Action: W Note: For a well test to be conducted, the projected plans for the test must be included in the APD (form MMS-123) or in the APM (form MMS-124). **INSPECTION PROCEDURE:** Verify that the District Supervisor was notified as required. **IF NONCOMPLIANCE EXISTS:** Issue one warning (W) INC for an audit of a drilling operation if the District Supervisor was not notified as required before the start of a well test.

### CASING PROGRAM

(Last update - January 2004)

D-821 IS CASING SET AS APPROVED? Authority: 30 CFR 250.420 Enforcement Action: W INSPECTION PROCEDURE: Compare APD approved proposed casing setting depths to on-site records of actual casing setting depths for all strings of casing set. IF NONCOMPLIANCE EXISTS: Issue one warning (W) INC for an audit of a well's casing setting depths if the casing was not set as approved in the APD.

D-822	IF THE CASING SETTING DEPTHS ARE MORE THAN 100 FEET TVD FROM THE APPROVED APD, HAS THE CHANGE BEEN APPROVED?		
	Authority: 30 CFR 250.428(b)	Enforcement Action: W	
	<b>INSPECTION PROCEDURE:</b>		
	Inspect records to verify that casings are set as approved by the District Supervisor.		
	IF NONCOMPLIANCE EXISTS:		
	Issue one warning (W) INC for an audit of a drilling operation if the casing was set deeper without		
	approval.		

### WELL CONTROL

(Last update - January 2004)

D-831 ARE DRILLING OPERATIONS SUSPENDED WHEN THE SAFE MARGIN, AS APPROVED IN THE APD, BETWEEN THE DRILLING FLUID WEIGHT IN USE AND THE EQUIVALENT DRILLING FLUID WEIGHT AT THE CASING SHOE IS NOT MAINTAINED? Authority: 30 CFR 250.427(b) Enforcement Action: W INSPECTION PROCEDURE: Inspect the records to determine if the drilling fluid weight is within a safe margin of the equivalent drilling fluid weight. A safe margin is to be approved by the District Supervisor. IF NONCOMPLIANCE EXISTS: Issue one warning (W) INC for an audit of a drilling operation if records indicate the safe margin has not been maintained.

### RIG MOVEMENT

(Last update - January 2004)

**D-841** 

IS THE MOVEMENT OF ALL DRILLING UNITS ON AND OFF LOCATION REPORTED TO THE DISTRICT SUPERVISOR 24 HOURS PRIOR TO THE MOVEMENT, INCLUDING THE RIG NAME, LEASE NUMBER, WELL NUMBER, AND THE EXPECTED TIME OF ARRIVAL OR DEPARTURE? Authority: 30 CFR 250.403(a) Enforcement Action: W

## 30 CFR 250.403(b) INSPECTION PROCEDURE:

Verify that the Operator has properly notified the District Supervisor of:

1. Arrival of the MODU on location.

- 2. Movement of a platform rig to a platform.
- 3. Movement of a platform rig to another slot.
- 4. Movement of a MODU to another slot.
- 5. Departure of a MODU from the location.

### **IF NONCOMPLIANCE EXISTS:**

Issue one warning (**W**) INC for a drilling unit relocation if the proper notification of the drilling unit movement has not been submitted to the District Supervisor.

	WELL-COMPL	
	(Last update – Janu	ary 2004)
C-801	HAS THE LESSEE RECEIVED WRITTEN APPROVAL FROM THE	
	DISTRICT SUPERVISOR PRIOR TO CONDUCTING WELL-COMPLETION	
	<b>OPERATIONS?</b>	
	Authority: 30 CFR 250.505	Enforcement Action: C
	30 CFR 250.513(a)	
	<b>INSPECTION PROCEDURE:</b>	
	Verify from office records that prior written a	pproval was received from the District Supervisor.
	IF NONCOMPLIANCE EXISTS:	
	Issue one component shut-in (C) INC for an a does not have written approval to conduct we <b>Note:</b> The well is the component.	udit of a well-completion operation if the operator ll-completion operations.

### WELL-WORKOVERS

(Last update - January 2004)

 

 W-801
 HAS THE LESSEE RECEIVED WRITTEN APPROVAL FROM THE DISTRICT SUPERVISOR PRIOR TO CONDUCTING NON-ROUTINE WELL-WORKOVER OPERATIONS?

 Authority
 30 CFR 250.601
 Enforcement Action: C

 30 CFR 250.605
 30 CFR 250.613(a)

 INSPECTION PROCEDURE:

 Verify from office records that prior written approval was received from the District Supervisor.

 IF NONCOMPLIANCE EXISTS:
 Issue one component shut-in (C) INC for an audit of a well-workover operation if the operator does not have written approval to conduct non-routine well-workover operations.

 Note:
 The well is the component.

### DECOMMISSIONING

(Last update - January 2004)

A-801 IS ISOLATION OF ZONES IN OPEN HOLE ACHIEVED? Authority: 30 CFR 250.1715(a)(1) Enforcement Action: W INSPECTION PROCEDURE: Verify that cement plugs were placed to extend from a minimum of 100 feet below the bottom to 100 feet above the top of any oil, gas, or freshwater zones. IF NONCOMPLIANCE EXISTS: Issue one warning (W) INC for an audit of well plugging operations if the cement plugs were not placed as required.

### (Last update - January 2004) P-801 HAS APPROVAL BEEN RECEIVED WHEN THE OPERATOR HAS FLARED OR VENTED OIL-WELL GAS IN EXCESS OF 48 CONTINUOUS HOURS OR 144 CUMULATIVE HOURS DURING ANY MONTH? Authority: 30 CFR 250.1105(a)(2)(i) Enforcement Action: W/C 30 CFR 250.1105(a)(2)(ii) **INSPECTION PROCEDURE:** Review flaring or venting records to determine if continuous flaring or venting of oil-well gas has exceeded 48 hours of cumulative flaring or venting of oil well gas has exceeded 144 hours during any month without prior approval of the Regional Supervisor. IF NONCOMPLIANCE EXISTS: Issue one warning (W) INC for an audit of flaring or venting operations if flaring or venting has ceased but records indicate that 48 continuous hours or the 144 cumulative hours have been exceeded during a month without approval. Issue one component shut-in (C) INC for one or more affected wells if flaring or venting is ongoing and records indicate that, in the current month, 48 continuous hours or the 144 cumulative hours have been exceeded without approval. Note: The affected well is the component.

PRODUCTION

### **PIPELINES**

### (Last update - January 2004)

### INSTALLATION/RELOCATION (Last update - January 2004) L-801 HAS THE REGIONAL SUPERVISOR BEEN NOTIFIED PRIOR TO THE COMMENCEMENT OF THE INSTALLATION OR RELOCATION OF A PIPELINE? Authority: 30 CFR 250.1008(a) Enforcement Action: W/C **INSPECTION PROCEDURE:** Verify that the lessee or the ROW holder has notified the Regional Supervisor prior to commencing the installation or relocation of a pipeline. **IF NONCOMPLIANCE EXISTS:** Issue one warning (W) INC for a pipeline audit if the lessee or the ROW holder did not notified the Regional Supervisor at lease 48 hours prior to commencing the installation or relocation of the pipeline. Issue one component shut-in (C) INC for a pipeline audit if the installation or relocation of the pipeline is in progress and the lessee or the ROW holder has not notified the Regional Supervisor prior to the commencement of the operation. Note: The pipeline is the component. L-802 WAS THE PIPELINE CONSTRUCTED IN A MANNER TO MINIMIZE DEVIATION FROM THE ROW GRANTED? Authority: 30 CFR 250.1012(b)(1) Enforcement Action: W/C 30 CFR 250.1012(b)(3) **Note:** The Regional Supervisor will make the determination of whether a deviation is substantial. **INSPECTION PROCEDURE:**

Review records in TIMS GIS and compare the as-built information submitted with the approved ROW associated pipeline segment route.

#### **IF NONCOMPLIANCE EXISTS:**

Issue one warning (**W**) INC for a deviation audit if the as-built information submitted indicates that the pipeline was constructed with a deviation from the ROW granted, but the deviation is determined to be not substantial. Issue one component shut-in (**C**) INC for a deviation audit if the as-built information submitted

indicates that the pipeline was constructed with a deviation from the ROW granted and the deviation is determined to be substantial. **Note:** The pipeline is the component.

L-803 HAS THE LESSEE OR THE ROW HOLDER SUBMITTED A COMPLETION REPORT TO THE REGIONAL SUPERVISOR WITHIN 90 DAYS AFTER COMPLETION OF ANY PIPELINE CONSTRUCTION? Authority: 30 CFR 250.1008(b) Enforcement Action: W/C INSPECTION PROCEDURE: Verify that the lessee has submitted a report that conforms to the requirements of 30 CFR 250.1008(b) to the Regional Supervisor after completion of any pipeline construction. IF NONCOMPLIANCE EXISTS: Issue one warning (W) INC for a pipeline audit if the lessee or ROW holder did not submit a report to the Regional Supervisor within 90 calendar days after completion of a pipeline construction. Issue one component shut-in (C) INC for a pipeline audit if the report does not conform to the requirements of 30 CFR 250.1008(b). Note: The pipeline is the component.

L-804	-804 IS THE PIPELINE PROPERLY MAINTAINED AND USED FOR THE PURPOSE I WHICH THE ROW WAS GRANTED?		
	Authority: 30 CFR 250.1009(e)	Enforcement Action: W/C	
	<b>Note:</b> Temporary cessation or suspension of pipeline operations shall not cause the ROW grant to expire.		
	<b>INSPECTION PROCEDURE:</b>		
	Review office file records, TIMS data, and any pertinent in	nformation received to determine if the	
	pipeline is:		
	1. In operation;		
	2. Properly maintained; and		
	3. Used for the purpose for which the ROW was granted.		
	IF NONCOMPLIANCE EXISTS:		
	Issue one warning (W) INC for a pipeline audit if the pipel the ROW was granted.	line is not used for the purpose for which	
	Issue one component shut-in (C) INC for a pipeline audit is	f the pipeline is not adequately	
	maintained and poses an immediate danger to personnel, th		
	Note: The pipeline is the component.	· · · · · · · · · · · · · · · · · · ·	

### TESTING

### (Last update - January 2004)

L-811 HAS THE REGIONAL SUPERVISOR BEEN NOTIFIED PRIOR TO A PRESSURE TEST ON A PIPELINE? Authority: 30 CFR 250.1008(a) Enforcement Action: W/C INSPECTION PROCEDURE: Verify that the lessee or the ROW holder has notified the Regional Supervisor prior to conducting a pressure test on a pipeline. IF NONCOMPLIANCE EXISTS: Is use one warring (W) INC for a pipeline audit if the lessee or the ROW holder did not patified the

Issue one warning (**W**) INC for a pipeline audit if the lessee or the ROW holder did not notified the Regional Supervisor at lease 48 hours prior to conducting a pressure test on a pipeline. Issue one component shut-in (**C**) INC for a pipeline audit if a pressure test on the pipeline is currently being conducted and the lessee or the ROW holder has not notified the Regional Supervisor prior to commencing the operation. **Note:** The pipeline is the component.

HAVE THE RESULTS AND CONCLUSIONS OF MEASUREMENTS OF PIPE-TO-ELECTROLYTE POTENTIAL MEASUREMENTS TAKEN ANNUALLY ON EACH DOI PIPELINE BEEN SUBMITTED TO THE REGIONAL SUPERVISOR? Authority: 30 CFR 250.1000(e)(1) Enforcement Action: C

#### 30 CFR 250.1005(b) 30 CFR 250.1008(h)

### JU CFK 250.1008(II)

L-812

### **INSPECTION PROCEDURE:**

Verify that the results and conclusions of measurements of pipe-to-electrolyte potential measurements taken annually on each DOI pipeline were submitted to the Regional Supervisor before March of each year.

### IF NONCOMPLIANCE EXISTS:

Issue one component shut-in (C) INC for a pipeline audit if:

- 1. Results and conclusions of measurements of pipe-to-electrolyte potential measurements taken annually are not reported to the Regional Supervisor before March of each year.
- 2. Measurements of pipe-to-electrolyte potential measurements are not taken annually on a DOI pipeline.
- 3. Measurements of pipe-to-electrolyte potential measurements taken annually on a DOI pipeline are not analyzed.
- 4. After a review of the report, the Regional Supervisor cannot determine that continued activity would not threaten or result in serious, irreparable, or immediate harm or damage to life (including fish or other aquatic life), property, mineral deposits, or the marine, coastal, or human environment.

Note: The pipeline is the component.

L-813	HAVE PIPELINES THAT WERE INSTALLED, RELOCATED, UPRATED, OR		
	REACTIVATED AFTER BEING OUT OF SERVICE FOR MORE THAN 1 YEAR, BEEN		
	HYDROSTATICALLY TESTED WITH WATER TO A STABILIZED PRESSURE OF AT		
	LEAST 1.25 TIMES THE MAOP FOR AT LEAST 8 HOURS?		
	Authority: 30 CFR 250.1003(b)(1)     Enforcement Action: W/C		
	30 CFR 250.1003(b)(3)		
	INSPECTION PROCEDURE:		
	1. Review the construction report to determine if a hydrostatic pressure test was performed on		
	the pipeline for 8 hours and if the appropriate instruments (i.e., dead weight gauge,		
	temperature recorder, and pressure recorder) were utilized.		
	2. Check dead weight test readings, temperature chart, and pressure chart.		
	IF NONCOMPLIANCE EXISTS:		
	Issue one warning (W) INC for a pipeline construction report audit if:		
	1. Any of the appropriate instruments were not utilized.		
	2. Collected data is not available.		
	Issue one component shut-in (C) INC for a pipeline construction audit if the pipeline was not tested		
	for the required pressure and time period.		
	Note: The pipeline is the component.		

### **OUT-OF-SERVICE REPORTING**

(Last update - January 2004)

HAS THE LESSEE OR THE ROW HOLDER REPORTED A PIPELINE TAKEN OUT OF L-821 SERVICE TO THE REGIONAL SUPERVISOR? Authority: 30 CFR 250.1008(c) **Enforcement Action: W INSPECTION PROCEDURE:** 1. Verify that the lessee or the ROW holder has reported any pipeline taken out of service to the Regional Supervisor. 2. Verify that written confirmation is provided if the period of time the pipeline is out of service is greater than 60 days. **IF NONCOMPLIANCE EXISTS:** Issue one warning (W) INC for a pipeline audit if written confirmation is not provided when the period of time that the pipeline is out of service is greater than 60 days. L-822 HAS THE LESSEE OR THE ROW HOLDER REPORTED ANY PIPELINE SAFETY EOUIPMENT TAKEN OUT OF SERVICE FOR MORE THAN 12 HOURS TO THE **REGIONAL SUPERVISOR?** Authority: 30 CFR 250.1000(e)(1) **Enforcement Action: W/C** 

### 30 CFR 250.1008(d) INSPECTION PROCEDURE:

Verify that the lessee or the ROW holder has reported any pipeline safety equipment taken out of service for more than 12 hours to the Regional Supervisor.

#### **IF NONCOMPLIANCE EXISTS:**

Issue one warning (W) INC if any pipeline safety equipment was taken out of service for a period of more than 12 hours and not reported to the Regional Supervisor.

Issue one component shut-in (C) INC for a pipeline audit if the Regional Supervisor cannot determine that continued activity without pipeline safety equipment would not threaten or result in serious, irreparable, or immediate harm or damage to life (including fish and other aquatic life), property, mineral deposits, or the marine, coastal, or human environment. **Note:** The pipeline is the component. L-823 HAS THE REGIONAL SUPERVISOR BEEN NOTIFIED WHEN THE PIPELINE SAFETY EQUIPMENT IS RETURNED TO SERVICE? Authority: 30 CFR 250.1008(d) Enforcement Action: W INSPECTION PROCEDURE: Verify that the lessee or the ROW holder has reported to the Regional Supervisor when pipeline safety equipment is returned to service. IF NONCOMPLIANCE EXISTS: Issue one warning (W) INC for failure to notify the Regional Supervisor when pipeline safety equipment is returned to service.

### REPAIR

### (Last update - January 2004)

L-831 HAS THE LESSEE OR THE ROW HOLDER NOTIFIED THE REGIONAL SUPERVISOR PRIOR TO THE REPAIR OF A PIPELINE OR AS SOON AS PRACTICABLE THEREAFTER? Authority: 30 CFR 250.1008(e) Enforcement Action: W INSPECTION PROCEDURE: Verify that the lessee or the ROW holder has notified the Regional Supervisor prior to the repair of a pipeline or as soon as practicable thereafter. IF NONCOMPLIANCE EXISTS: Issue one warning (W) INC for a pipeline repair if the Regional Supervisor was not notified prior to the repair of a pipeline or as soon as practicable thereafter.

L-832 HAS A DETAILED REPORT ON THE REPAIR OF A PIPELINE OR PIPELINE COMPONENT BEEN SUBMITTED TO THE REGIONAL SUPERVISOR WITHIN 30 DAYS AFTER COMPLETION OF REPAIRS? Authority: 30 CFR 250.1000(e)(1) **Enforcement Action: W/C** 30 CFR 250.1008(e) **INSPECTION PROCEDURE:** 1. Verify that a detailed report on the repair of a pipeline or pipeline component was submitted to the Regional Supervisor within 30 days after completion of the repairs. Verify that the detailed report includes the required information. **IF NONCOMPLIANCE EXISTS:** Issue one warning (W) INC for a pipeline or pipeline component repair if a detailed report on the repair does not include: 1. Description of the repairs; Results of pressure test; and 2. 3 Date the pipeline or pipeline component was returned to service. Issue one component shut-in (C) INC for a pipeline or pipeline component repair if: A detailed report on the repair was not submitted to the Regional Supervisor within 30 days after completion of the repairs; or After a review of the report, the Regional Supervisor cannot determine that continued activity 2. would not threaten or result in serious, irreparable, or immediate harm or damage to life (including fish or other aquatic life), property, mineral deposits, or the marine, coastal, or human environment. Note: The pipeline is the component.

L-833	HAS THE LESSEE SUBMITTED TO THE REGIONAL SUPERVISOR A COMPREHENSIVE WRITTEN REPORT OF ANY PIPELINE FAILURE ANALYZED? Authority: 30 CFR 250.1008(f)Enforcement Action: WINSPECTION PROCEDURE:Verify that a comprehensive written report of the analysis of any pipeline failure was submitted by the lessee to the Regional Supervisor when requested.IF NONCOMPLIANCE EXISTS:Issue one warning (W) INC for a pipeline failure audit if a comprehensive written report of the analysis of the pipeline failure was not submitted to the Regional Supervisor within the time frame specified.	
L-834	<ul> <li>HAS A PLAN OF CORRECTIVE ACTION FOR OBSERVED DETRIMENTAL ENVIRONMENTAL FACTORS AFFECTING A PIPELINE BEEN SUBMITTED TO T REGIONAL SUPERVISOR FOR APPROVAL?</li> <li>Authority: 30 CFR 250.1000(e)(1) Enforcement Action: W/C 30 CFR 250.1008(g)</li> <li>INSPECTION PROCEDURE: Verify that a plan of corrective action of observed detrimental environmental factors affecting pipeline was submitted to the Regional Supervisor for approval within 30 days of the observat IF NONCOMPLIANCE EXISTS: Issue one warning (W) INC for a corrective plan audit if a plan of corrective action for observ detrimental environmental factors affecting a pipeline was not submitted to the Regional Supe for approval within 30 calendar days of the observation. Issue one component shut-in (C) INC for a corrective plan audit if:</li> <li>A plan of corrective action was not prepared for known detrimental environmental factors would affect a pipeline; or</li> <li>After a review of the report, the Regional Supervisor cannot determine that proposed corrective action would not threaten or result in serious, irreparable, or immediate harm of damage to life (including fish or other aquatic life), property, mineral deposits, or the matical series of the series o</li></ul>	
L-835	coastal, or human environment. Note: The pipeline is the component. HAS A REPORT OF REMEDIAL ACTION TAKEN FOR DETRIMENTAL	
L-033	ENVIRONMENTAL FACTORS AFFECTING A PIPELINE BEEN SUBMITTED TO THE REGIONAL SUPERVISOR BY THE LESSEE OR ROW HOLDER? Authority: 30 CFR 250.1008(g) Enforcement Action: W	

### INSPECTION PROCEDURE:

Verify that a report of remedial action taken for detrimental environmental factors affecting a pipeline has been submitted to the Regional Supervisor within 30 days after completion of the remedial action.

### IF NONCOMPLIANCE EXISTS:

Issue one warning (**W**) INC for a remedial action report audit if the report of remedial action taken for detrimental environmental factors affecting a pipeline was not submitted by the lessee or ROW holder to the Regional Supervisor within 30 calendar days after completion of the remedial action.

### DECOMMISSIONING

### (Last update - January 2004)

ARE DECOMMISSIONED PIPELINES, THAT THE REGIONAL SUPERVISOR TO BE L-841 **OBSTRUCTIONS, REMOVED?** Authority: 30 CFR 250.1752 **Enforcement Action: W** 30 CFR 250.1754 **INSPECTION PROCEDURE:** 1. Verify that decommissioned pipelines, that the Regional Supervisor determines constitute obstructions, removed. 2. Verify that out-of-service pipelines that are removed are: A. Pigged, unless the Regional Supervisor determines that pigging is not practical. B. Flushed. C. Removed in accordance with the removal procedures and schedule approved by the Regional Supervisor. **IF NONCOMPLIANCE EXISTS:** Issue one warning (W) INC for a pipeline audit if the out-of-service pipelines are not removed as required.

### **COMPANY INFORMATION**

(Last update - January 2004)

L-851 HAS THE ROW HOLDER KEPT THE REGIONAL SUPERVISOR INFORMED OF THE COMPANY'S OFFICE ADDRESS, AND THE NAME AND ADDRESS OF OFFICER OR AGENT AUTHORIZED TO BE SERVED WITH PROCESS? Authority: 30 CFR 250.1009(c)(5) Enforcement Action: W INSPECTION PROCEDURE: Review the MMS office file records to determine if the company information and the information for the officer or agent authorized to be served with process is current and correct. IF NONCOMPLIANCE EXISTS: Issue one warning (W) INC for each company file audit if the information is not correct or current.

### **CONSERVATION OF RESOURCES** (Last update - January 2004)

### INTERESTS

(Last update - January 2004)

R-801

#### HAS THE OPERATOR RECEIVED APPROVAL FROM THE REGIONAL SUPERVISOR TO COMMENCE PRODUCTION FROM A WELL COMPLETION THAT IS WITHIN 500 FEET FROM A UNIT OR LEASE LINE FOR WHICH THE UNIT, LEASE, OR **ROYALTY INTERESTS ARE NOT THE SAME?** Authority: 30 CFR 250.1101(b) Enforcement Action: C **INSPECTION PROCEDURE:**

Review the official documentation and other records to determine if the producing interval of the well is within 500 feet from a unit or lease line for which the unit, lease, or royalty interests are not the same. If so, determine whether approval was received before production began. **IF NONCOMPLIANCE EXISTS:** 

Issue one component shut-in (C) INC for a well audit if the operator is producing, without approval, from the well in which the completed interval is closer than 500 feet from a lower royalty lease or unit

**Note:** The well is the component.

R-802

### HAS THE OPERATOR RECEIVED APPROVAL FROM THE REGIONAL SUPERVISOR BEFORE COMPLETING AN INTERVAL WHICH ENCOMPASSES MULTIPLE **RESERVOIRS THAT ARE COMMINGLED WITHIN THE WELLBORE?** Authority: 30 CFR 250.1106(a)

30 CFR 250.1106(b)

Enforcement Action: W/C

### **INSPECTION PROCEDURE:**

Review the official documentation and other records to determine if two or more separate reservoirs have been downhole commingled without prior approval and if any of the commingled reservoirs are competitive.

### **IF NONCOMPLIANCE EXISTS:**

Issue one warning (W) INC for a well audit if the audit shows that the operator completed a well in which the completed interval clearly encompasses multiple reservoirs that are downhole commingled without prior approval.

Issue one component shut-in (C) INC for a well audit if the operator completed a well in which the completed interval clearly encompasses multiple reservoirs that are downhole commingled without prior approval and one or more of the commingled reservoirs are competitive. Note: The well is the component.

### **ENHANCED RECOVERY**

(Last update - January 2004)

R-811 HAS THE LESSEE RECEIVED APPROVAL FROM THE REGIONAL SUPERVISOR PRIOR TO INITIATING AN ENHANCED OIL AND GAS RECOVERY PROJECT OR **OTHER TYPE OF INJECTION PROJECT?** Authority: 30 CFR 250.1107(b) Enforcement Action: W **INSPECTION PROCEDURE:** Review records to determine if the enhanced oil and gas recovery operations were approved by the Regional Supervisor prior to their initiation. **IF NONCOMPLIANCE EXISTS:** Issue one warning (W) INC for a production audit if the enhanced oil and gas operations were initiated prior to receiving approval of the Regional Supervisor.

R-812	HAS THE LESSEE INITIATED ENHANCED OIL AND GAS RECOVERY OPERATIONS IN A TIMELY MANNER FOR COMPETITIVE AND NONCOMPETITIVE RESERVOIRS?		
	<b>INSPECTION PROCEDURE:</b>		
	<ul> <li>Review records in TIMS and other documentation to determine if enhanced oil and gas recovery operations were initiated in a timely manner where such operations would result in an increased ultimate recovery of oil and gas.</li> <li><b>IF NONCOMPLIANCE EXISTS:</b> Issue one warning (<b>W</b>) INC for a production audit if the audit shows that enhanced oil and gas operations were not:</li> <li>1. Initiated in a timely manner; or</li> </ul>		
	R-813	ARE REPORTS OF THE VOLUMES OF OIL, GAS, AND OTHER SUBSTANCES INJECTED INTO, PRODUCED FROM, OR REPRODUCED FROM A RESERVOIR SUBMITTED TO THE REGIONAL SUPERVISOR WHEN REQUESTED?	
	Authority: 30 CFR 250.1107(c)	Enforcement Action: W	
	INSPECTION PROCEDURE:		
	Review records to determine if reports of the volumes of oil, gas, and other substances injected into, produced from, or reproduced from a reservoir are submitted to the Regional Supervisor when		

requested. **IF NONCOMPLIANCE EXISTS:** Issue one warning (W) INC for a records audit if the required reports were not submitted to the Regional Supervisor when requested.

### **PRODUCTION RATE**

(Last update - January 2004)

R-821 HAS THE LESSEE CONDUCTED A WELL-FLOW POTENTIAL TEST WITHIN 30 DAYS AFTER THE DATE OF FIRST CONTINUOUS PRODUCTION ON A NEW, **RECOMPLETED, OR REWORKED WELL COMPLETION?** Authority: 30 CFR 250.1102(b)(2) Enforcement Action: W **INSPECTION PROCEDURE:** Review records to determine if a well-flow potential test was completed within 30 days after the date of the first continuous production on a new, recompleted, or reworked well completion. **IF NONCOMPLIANCE EXISTS:** Issue one warning (W) INC for the well test audit if the well-flow potential test was not completed within the required time frame. R-822 HAS THE LESSEE SUBMITTED, FOR APPROVAL BY THE REGIONAL SUPERVISOR, A PROPOSED MPR WITH THE WELL-FLOW POTENTIAL TEST DATA, ON FORM MMS-126, WELL POTENTIAL TEST REPORT, WITHIN 15 CALENDAR DAYS AFTER THE END OF THE TEST PERIOD? Authority: 30 CFR 250.1102(b)(2)

**INSPECTION PROCEDURE:** 

Enforcement Action: W

Review records to determine if a proposed MPR with the associated well-flow potential test data for each individual well completion was submitted for approval to the Regional Supervisor, within 15 days after the end of the well test period.

### **IF NONCOMPLIANCE EXISTS:**

Issue one warning (W) INC for a production audit if the proposed MPR with the associated well test data, on a Form MMS-126, has not been submitted for approval to the Regional Supervisor within the required time frame.

R-823	ARE THE WELLS AND RESERVOIRS BEING PRODU	CED IN A MANNER THAT	
	MAXIMIZES ULTIMATE RECOVERY WITHOUT ADVERSELY AFFECTING		
	CORRELATIVE RIGHTS?		
	Authority: 30 CFR 250.1101(a) En	nforcement Action: W/C	
	<b>INSPECTION PROCEDURE:</b>		
	Review well and reservoir records to determine if hydrocarbon resources are produced in a manner that will maximize their ultimate recovery without adversely affecting correlative rights.		
	IF NONCOMPLIANCE EXISTS:		
	Issue one warning (W) INC for a production audit if the records show that:		
	<ol> <li>Harm to ultimately recovery of hydrocarbon resources is minimally impacted by current production operations; or</li> </ol>		
	2. Correlative rights are adversely affected.		
	Issue a component shut-in (C) INC for a production audit if the records show that:		
	1. Harm to ultimate recovery of hydrocarbon resources is significantly impacted by current production operations; or		
	2. Correlative rights are significantly adversely affected, surroyalty lease or unit.	ch as draining an adjacent higher	
	Toyany lease of unit.		

### WELL TESTS

### (Last update - January 2004)

HAS THE LESSEE CONDUCTED AT LEAST ONE WELL TEST FOR PRODUCING R-831 **OIL-WELL OR GAS-WELL COMPLETIONS, DURING A HALF-CALENDAR YEAR?** Authority: 30 CFR 250.1102(b)(3) Enforcement Action: W **INSPECTION PROCEDURE:** Review records to determine if the lessee has conducted at least one well test for producing oil-well or gas-well completions during a half-calendar year. IF NONCOMPLIANCE EXISTS: Issue one warning (W) INC for a production audit if at least one well test was not conducted for the completion during the current half-calendar year. R-832 HAS THE LESSEE SUBMITTED WELL TEST RESULTS FOR EACH PRODUCING OIL-WELL AND GAS-WELL COMPLETION TO THE REGIONAL SUPERVISOR ON FORM MMS-128, SEMIANNUAL WELL TEST REPORT, WITHIN 45 DAYS AFTER THE TEST WAS CONDUCTED? Authority: 30 CFR 250.1102(b)(3) Enforcement Action: W **INSPECTION PROCEDURE:** Review records to determine if the lessee well test data was submitted well test results for each producing oil-well and gas-well completion to the Regional Supervisor within 45 calendar days after the test was conducted. **IF NONCOMPLIANCE EXISTS:** Issue one warning (W) INC for a production audit if well test results for a producing oil-well or gas-well completion has not been submitted to the Regional Supervisor within the required time frame.

### PRODUCTION MEASUREMENT AND SITE SECURITY (Last update - January 2004)

### CALIBRATION

#### (Last update - January 2004)

M-801

#### IS EACH MECHANICAL DISPLACEMENT PROVER AND TANK PROVER CALIBRATED AT LEAST ONCE EVERY 5 YEARS AND A COPY OF THE **CALIBRATION REPORT SUBMITTED TO THE REGIONAL SUPERVISOR?** Authority: 30 CFR 250.1202(f) Enforcement Action: W **INSPECTION PROCEDURE:**

- 1. Verify that each mechanical displacement prover and tank prover has been calibrated in accordance with API MPMS at least once every 5 years.
- 2. Verify that each calibration report has been submitted to the Regional Supervisor within 15 days after the calibration.

### **IF NONCOMPLIANCE EXISTS:**

- Issue one warning (W) INC for the calibration verification of one or more provers if:
- 1. The calibration did not occur at least once every 5 years.
- 2. The calibration report was not submitted to the Regional Supervisor within 15 days after the calibration.

#### M-802 IS EACH OPERATING ROYALTY METER PROVED MONTHLY TO DETERMINE THE METER FACTOR AND IS THE PROVING REPORT SUBMITTED TO THE **REGIONAL SUPERVISOR?**

Authority: 30 CFR 250.1202(d)(3) 30 CFR 250.1202(d)(4) 30 CFR 250.1202(d)(5) Enforcement Action: W/C

### **INSPECTION PROCEDURE:**

- 1. Verify that each royalty meter is proved to determine the meter factor monthly, but not to exceed 42 days, unless another proving schedule has been approved by the Regional Supervisor.
- 2. Verify that a copy of each royalty meter proving report is submitted to the Regional Supervisor within 15 days after the end of the month.

### IF NONCOMPLIANCE EXISTS:

Issue one warning (W) INC for a proving audit of one or more royalty meters if the current provings have exceeded the approved proving schedule.

Issue one component shut-in (C) INC for a proving audit of a royalty meter if the current proving report was not submitted to the Regional Supervisor within 15 days after the end of the month. Note: The royalty meter is the component.

M-803

### IS THE RUN TICKET FOR EACH ROYALTY METER AND ROYALTY TANK COMPLETE, WAS IT PULLED WHEN REQUIRED, AND WAS IT SUBMITTED TO THE REGIONAL SUPERVISOR? Authority: 30 CFR 250.1202(c) Enforcement Action: W/C

### **INSPECTION PROCEDURE:**

- Review the royalty meter or royalty tank run tickets to verify that they clearly identify all observed data, all correction factors, on/off seal numbers (royalty tanks only), and the net
- Verify that a run ticket was pulled at the beginning of the month and immediately after
- establishing the monthly meter factor or a malfunction meter factor.
- 3. Verify that a copy of each run ticket is submitted to the Regional Supervisor within 15 days after the end of the month.

### IF NONCOMPLIANCE EXISTS:

Issue one warning (W) INC for a run ticket audit of one or more royalty meter and royalty tank if:

- 1. The current run ticket does not clearly identify all observed data, all correction factors, on/off seal numbers (royalty tank only), and the net standard volume.
- 2. The current run ticket was not pulled at the beginning of the month and immediately after establishing the monthly meter factor or a malfunction meter factor.

Issue one component shut-in (C) INC for a run ticket audit of a royalty meter or royalty tank if the current run ticket was not submitted to the Regional Supervisor within 15 days after the end of the month.

Note: The royalty meter or the royalty tank is the component.

### LIQUID ROYALTY METER (Last update - January 2004)

M-821 ARE LIQUID HYDROCARBON ROYALTY METERS TAKEN OUT OF SERVICE, REPAIRED OR REPLACED, AND REPROVEN IF THE DIFFERENCE BETWEEN THE METER FACTOR AND THE PREVIOUS METER FACTOR EXCEEDS 0.0025? Authority: 30 CFR 250.1202(i)(1) Enforcement Action: W INSPECTION PROCEDURE:

1. If a malfunction occurs:

- A. Ensure that the meter remains out of service until the malfunction is corrected.
- B. Ensure that the average of the malfunction factor and the previous factor is applied to the production measured through the meter between the date of the previous factor and the date of the malfunction factor.
- C. Ensure that proving reports indicate that a malfunction occurred and show all appropriate remarks regarding subsequent repairs or adjustments.
- Note: If A through C above is accomplished, an INC is not warranted.
- 2. Check proving reports for previous meter malfunctions.

### IF NONCOMPLIANCE EXISTS:

Issue one warning (W) INC for a proving report audit if the proving report indicates that:

- 1. A previous meter malfunction occurred, the meter was taken out of service, repaired or replaced, and reproved; but information as to production averaging and meter repair or replacement is not available.
- 2. If proving reports indicate that a previous meter malfunction occurred and the meter was not taken out of service, repaired or replaced, and reproved.

### **GAS ROYALTY METER** (Last update - January 2004)

M-831

#### ARE GAS VOLUME AND QUALITY STATEMENT DISPOSITIONS ON GAS ROYALTY METERS SUBMITTED TO THE REGIONAL SUPERVISOR WHEN REQUESTED? Authority: 30 CFR 250.1203(b)(6) Enforcement Action: W/C

30 CFR 250.1203(b)(7)

30 CFR 250.1203(b)(8)

30 CFR 250.1203(b)(9)

### **INSPECTION PROCEDURE:**

1. Verify that the gas volume and quality statements and additional information were submitted when requested.

2. Verify that the gas volume and quality statements clearly identify all required data.

### IF NONCOMPLIANCE EXISTS:

Issue one warning (W) INC for a gas volume audit of one or more gas royalty meters if the gas volume and quality statements and additional information do not clearly identify all required data. Issue one component shut-in (C) INC for a gas volume audit of a gas royalty meter if the requested gas volume and quality statements and additional information requested by the Regional Supervisor are not submitted within the time frame specified.

Note: The gas royalty meter is the component.

### **GEOLOGICAL AND GEOPHYSICAL EXPLORATION**

(Last update - January 2004)

### PERMITS

(Last update - January 2004)

**O-801** 

#### IS REOUIRED PERMIT APPROVED OR NOTICE OF SCIENTIFIC RESEARCH FILED PRIOR TO CONDUCTING A GEOLOGICAL OR GEOPHYSICAL ACTIVITY? Authority: 30 CFR 251.1 Enforcement Action: S 30 CFR 251.3 30 CFR 251.4 30 CFR 251.5 30 CFR 251.10 **INSPECTION PROCEDURE:** Verify that permit has been issued or a notice filed with MMS prior to commencing a G&G activity. **IF NONCOMPLIANCE EXISTS:** Issue one facility shut-in (S) INC for a G&G activity audit if the activity is conducted without a permit or notice. Note: The G&G activity is the facility.

**O-802** 

#### ARE GEOLOGICAL AND GEOPHYSICAL ACTIVITIES BEING CONDUCTED IN ACCORDANCE WITH REGULATIONS AND AN APPROVED PERMIT? 10 CED 451 1 Authority Enforcement Action: W/S

Authority: 30 CFR 251.1	
30 CFR 251.3	
30 CFR 251.4	
30 CFR 251.6	
30 CFR 251.7	
30 CFR 251.8	
30 CFR 251.9	
30 CFR 251.10	
<b>INSPECTION PROCEDURE</b>	L:
Varify that C & C activities and	

Verify that G&G activities are being conducted in accordance with regulations and the approved permit. **IF NONCOMPLIANCE EXISTS:** 

Authority: 30 CFR 251.1

30 CFR 251.10 30 CFR 251.11

Issue one warning (W) INC for a G&G activity audit if the G&G activity was conducted in violation of regulations and an approved permit.

Issue one facility shut-in (S) INC for a G&G activity audit if the G&G activity currently being performed is being conducted in violation of regulation and an approved permit. Note: The G&G activity is the facility.

### DATA

### (Last update - January 2004)

**O-811** 

ARE REQUIRED GEOLOGICAL AND GEOPHYSICAL DATA AND INFORMATION SUBMITTED TO MMS WITHIN THE TIME FRAME SPECIFIED BY REGULATION AND PERMIT?

Enforcement Action: W

30 CFR 251.12 **INSPECTION PROCEDURE:** Verify that required data and information are submitted in the timeframe required by regulations and a G&G permit. **IF NONCOMPLIANCE EXISTS:** Issue one warning (W) INC for a G&G activity audit if the G&G data and information has not been submitted as specified by regulation and permit.